



# Town of Wenham

Town Hall  
138 Main Street  
Wenham, MA 01984

Selectmen / Town Administrator  
TEL 978-468-5520 FAX 978-468-8014

## MEMORANDUM

TO: Selectmen  
FROM: Peter Lombardi, Town Administrator  
RE: Town Administrator's Report  
DATE: August 18, 2015

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### Personnel

We recently posted a full-time Permitting Coordinator and Special Project Assistant position on the Town's website, Indeed, and the MMA job board. This position is responsible for handling all administrative and clerical tasks related to the provision of inspectional services and for facilitating the permit review process. Other ancillary responsibilities include providing administrative and clerical support to land use boards, the DPW, and Water Department as needed, and performing special projects as assigned by the Town Administrator. The full job description is posted on our website, with applications due by Friday September 4. We have had a positive response thus far and look forward to filling the position sometime in October.

We have also completed conducting interviews for the full-time DPW/Water Administrative Assistant position and plan to fill that position by September. In addition, we have re-advertised the Finance Assistant and Payroll Clerk position, with that posting expiring this Friday, August 21, and interviews to follow shortly thereafter.

### LED Streetlights

We held a pre-construction meeting with Siemens the week before last regarding logistics and timing for this project. Pending the availability of our fixtures, we hope to begin work sometime in late September or early October. There will be multiple crews installing the new lights around town, with the majority of the installation being completed within three weeks after mobilization. More details about the exact schedule will be provided once we have a confirmed delivery date for the materials.

### Department Profiles

As I mentioned earlier this summer, as part of our ongoing efforts to reach out to residents in new and different ways, the Hamilton-Wenham Chronicle will be publishing monthly profiles of each of our Town Departments over the course of the next year. The first such column, which features my office, will be in this week's paper. These Q&A sessions are designed to highlight the work that our employees do on a daily basis, to provide key contact information for residents, and to try to personalize the local government experience. These profiles will be posted on the Town's website each month (mine is already up) and should help answer some frequently asked questions about the local services we deliver.